

# Contakt infos

This tab contains various subtabs.

The screenshot shows the 'webdesk hr expert' interface. The top navigation bar includes 'PERSONAL', 'ORGANISATION', and 'SYSTEMWARTUNG'. The main content area displays the profile of 'Wayne John' with a photo and basic information. The 'Person' tab is selected, showing fields for 'Privat' (Private) and 'Geschäftlich' (Business) information. The 'Privat' section includes fields for 'Private E-Mail', 'Private Mobilnummer', and 'Private Telefonnummer'. The 'Geschäftlich' section includes fields for 'E-Mail', 'Handy-Nummer', 'Büro Telefonnummer', and 'Büro Faxnummer'. There are buttons for 'Bearbeiten' (Edit) and 'Löschen' (Delete) at the top left of the profile section.

## NOTIZ

**Important:** Please note [Time limitation and Historisation](#)<sup>1</sup> so that you achieve the expected effectiveness and historisation!

## Phone and E-Mail

The screenshot shows the 'Phone and E-Mail' tab in the webdesk hr expert interface. The interface is divided into two main sections: 'Private' and 'Office'. The 'Private' section includes fields for 'Private e-mail' (Susanne.Sonne@Sonntag.at), 'Private Mobile' (+43 676 9333887), and 'Private Phone'. The 'Office' section includes fields for 'E-Mail' (Susanne.Sonne@SonneundWind.at), 'Cell phone number' (+43 664 7878406), 'Office phone number', and 'Office fax phone number'.

In this area, *private* and *business* telephone numbers and email addresses can be maintained.

Please note that the **business email address** of the employee is used by the system for all notification functions. Also a [Login](#)<sup>1</sup> with the **business** email address (instead of the user name) into the Personalwolke is possible, if the employee is an active user.

The telephone numbers maintained here can also be displayed in other views (especially the [Attendance list](#)<sup>2</sup> in time recording) if this has been configured by the administrator.

The recommended **input form** for this feature is +43 xxx xxxxxxxxxxxx

When using a smartphone, you can click on the phone number to copy it to the phone's call function and make a phone call by pressing the dial function.

1. </daisy/webdesk-manual-admin/6119-dsy.html?language=4>
2. </daisy/webdesk-manual-admin/5874-dsy.html?language=4>

## Private addresses

| Street          | Zip code | City        | Country | Valid from | Valid till |
|-----------------|----------|-------------|---------|------------|------------|
| Wienerstraße 21 | 3002     | Purkersdorf | Austria | 30.11.2022 | 01.01.3000 |

| Street | Zip code | City | Country | Valid from | Valid till |
|--------|----------|------|---------|------------|------------|
|--------|----------|------|---------|------------|------------|

In this section, **one or more private residential addresses** are entered and stored in a history.

Only one address can be marked as the **primary ( registered ) address** at any time. As soon as a new address is assigned to this attribute, HR-Expert automatically corrects the "Valid to" field of the address previously marked as primary.

The address is required for social security registration, or for any form of contract. The private address of the employee is also helpful for the coordination of any activity outside the company.

A **correspondence address** can be interesting if the employee is staying at a different address for a longer period of time, but is not registered there. An example of this could be that the tradesmen have to carry out a longer repair at the registration address.

Below the entry screen, the active residential addresses are displayed, including all entries whose validity has expired.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

NOTIZ

**Important:** Consider [Time limitation and Historisation](#).<sup>1</sup> so that you achieve the intended effectiveness and historization!

1. </daisy/webdesk-manual-admin/7738-dsy.html?language=4>

## Business address

☒ Synchronize Office Address with Location

Office street address: Wagenseilgasse 14

Office ZIP code: 1120

Office city: Wien

Office country:

In this area, you maintain the current business address (employer's address / current usage site or office address). The address is required for the social insurance registration.

If you check the **Synchronize with assigned location** checkbox, HR-Expert enters the stored address (for the location). The prerequisite for this is an assignment to a location in the [Tab Organisation - Groups](#)<sup>1</sup> Organization - Groups tab, if these have been configured.

(In the example shown above the synchronize-feature is used. The address field is grayed, a changing of the address is only possible if the location addressed is changed or via de-synchronization.)

1. /daisy/webdesk-manual-admin/7750-dsy.html?language=4

## Instant messaging services

| Dienst-Anbieter | Primärer Dienst                     | Benutzer-Name | Gültig von | Gültig bis |
|-----------------|-------------------------------------|---------------|------------|------------|
| facebook        | <input checked="" type="checkbox"/> | WayneJohn     | 19.07.2017 | 01.01.3000 |

In this tab you can enter **web services** (e.g. facebook, Skype, Google+).

In the text field "**Service provider**" you can specify which service it is, also for the **user name** a text field is provided. With a tick 1 service can get the status **primary**.

In this tab, the **validity period** is not adjusted by the system, but can be edited manually at any time.

Expired accounts are listed below.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

## Web Profiles

| Webadresse       | Primäres Profil                     | Dienst-Anbieter | Gültig von | Gültig bis |
|------------------|-------------------------------------|-----------------|------------|------------|
| www.facebook.com | <input checked="" type="checkbox"/> | facebook        | 23.08.2017 | 01.01.3000 |

Frühere Zuordnungen (0 Elemente)

| Webadresse | Primäres Profil | Dienst-Anbieter | Gültig von | Gültig bis |
|------------|-----------------|-----------------|------------|------------|
|------------|-----------------|-----------------|------------|------------|

This tab differs only minimally from the (Advanced) Contact Info - **Instant Messaging Services** tab.

In this tab you can enter web services (e.g. facebook, Skype, Google+).

In the text field "**Web address**" you can specify how the profile is to be found, also the **service provider** can be specified in a text field. With a tick 1 profile can get the status **primary**.

In this tab, the **validity period** is not adjusted by the system, but can be edited manually at any time.

Expired accounts are listed below.

On this screen there are the two system buttons "New" for entering a new address and "Delete line" to remove an entry from the list.

1. </daisy/webdesk-manual-admin/7738-dsy.html?language=4>